

Colorado Medical Assistance Program Web Portal

Code Set Maintenance User Guide

Code sets are available for:

1. Procedure codes (includes the option to incorporate your charge amount or rate)
2. Diagnosis codes
3. Condition codes
4. Revenue codes
5. Occurrence codes
6. Surgical Procedure codes
7. Value codes
8. Provider Taxonomy codes

The establishment of code sets is not required to use the Web Portal; however, code set establishment can assist in entering claim data in a more consistent, efficient manner. Maintenance of codes is strictly for use within your Web Portal database and does not effect code information maintained within the Medicaid Management Information System (MMIS).

All of the code set maintenance pages function in the same way. The pages have the same layout with the exception of **Procedure Code** Sets, which includes a **Rate** field; and **Diagnosis** and **Surgical Procedure** Code Sets which include an **ICD-10** field. The **ICD-10** field is currently disabled and is a placeholder for a future change. The following instructions apply to all code set maintenance pages.

Select the code set to be managed from the Main Menu (Figure 1).

Department of Health Care Policy and Financing

Related Sites: [Provider Services](#) [CHP+](#) [CICP](#) [Old Age Pension](#) [HIPAA](#)

[Main](#) [Help](#) [Log Out](#)

Welcome [Redacted] Thursday, August 28, 2014

Trading Partner ID- [Redacted]

Welcome to the Colorado Medical Assistance Program Secure Web Portal

What's New!

Welcome to the Colorado Medical Assistance Program Web Portal UAT Environment.

System Status Messages

Claims

	Last Week	First Week
Dental Claims		
Professional Claims		
Rejected:	1	0
Total Claims:	1	0
Institutional Claims		
Errors:	1	0
Total Claims:	1	0

Eligibility

	Last Week	First Week

PAR

	Last Week	First Week

Code Set Maintenance

- Procedure
- Diagnosis
- Condition
- Revenue
- Occurrence
- Surgical Procedure
- Value
- Taxonomy
- User Guide

Figure 1 – Main Menu

Select a function below to review the steps for completing different functions with the code sets:

[Adding New Codes:](#) Adding codes to the personal support files will speed up claim and PAR data entry and make the entries more consistent.

[Search for Codes:](#) Use a search to:

- Check the existence of a code before trying to add it again
- Limit the code list grid display to aid in deleting or purging codes
- Find the code to be edited or updated

[Sort the Code List Grid:](#) Use the sort symbol to change the order of the code list grid display using any field column.

[Print the Code List Grid:](#) Print the code list grid display to verify changes or search results.

[Update Codes:](#) Keep code descriptions and **Procedure Code** rates up-to-date.

[Delete Codes:](#) Remove codes that are no longer valid or were entered in error.

[Purge All Codes:](#) Use to clear the entire code list or as a quick way to purge all of the records matching a search.

Adding New Codes

1. Enter the code in the **Code** entry box at the bottom of the screen (Figure 2). You may want to search for the code before attempting to add the code.

The screenshot shows the 'Department of Health Care Policy and Financing' website. At the top is a navigation bar with links: 'Related Sites: Provider Services', 'CHP+', 'CICP', 'Old Age Pension', 'HIPAA', 'Main', 'Help', and 'Log Out'. Below this is the 'Procedure Code Set Lookup' section, which contains a table of procedure codes. The table has three columns: 'Code', 'Description', and 'Rate'. Below the table is a pagination control showing 'Page 1 of 11'. Below the pagination is a red text prompt: 'Hold "ctrl" key to select multiple codes'. Below this is the 'Search Criteria:' section, which includes a dropdown menu for 'Code', a dropdown for 'Equals', a search input field, and 'Search' and 'Reset' buttons. Below the search section is the 'Procedure Code Maintenance' section, which includes a text box for 'Code', a text box for 'Description', and a text box for 'Rate'. A red arrow points to the 'Description' text box. Below the text boxes are buttons for 'Print', 'Add', 'Update', 'Delete', 'Clear', and 'Purge All'. A callout box with the text 'Perform code maintenance here' is positioned above the 'Add' button.

Code	Description	Rate
01484	Anesth lower leg revision	185.00
01490	Anesth lower leg casting	300.00
01500	Anesth leg arteries surg	200.00
01502	Anesth lwr leg embolectomy	212.00
01520	Anesth lower leg vein surg	100.00
01522	Anesth lower leg vein surg	214.49
01951	Anesth burn less 4 percent	220.00
01952	Anesth burn 4-9 percent	236.00
01953	Anesth burn each 9 percent	189.00
01958	Anesth antepartum manipul	245.00

Hold "ctrl" key to select multiple codes

Search Criteria:

* Code * Equals * [Search] [Reset]

Procedure Code Maintenance

Code: * [] Description: * [] Rate: []

[Print] [Add] [Update] [Delete] [Clear] [Purge All]

Perform code maintenance here

Figure 2 – Procedure Code addition

2. Tab to the **Description** entry box or click in the box to enter the description.
3. Enter the rate, if desired (for **Procedure Code** sets only). When entering a claim, the rate stored will automatically populate the **Charge Amount** field after a **Procedure Code** is entered.
4. Click on the **Add** button.
5. A message will appear advising that the code was successfully added.

Search for Codes

1. Select the elements by which to conduct the search from the **Search Criteria** section of the Code Set Lookup screen. A search is made by using two drop-down boxes (Figure 3).



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Procedure Code Set Lookup

Code ▲	Description	Rate
01484	Anesth lower leg revision	185.00
01486	Anesth ankle replacement	187.59
01490	Anesth lower leg casting	300.00
01500	Anesth leg arteries surg	200.00
01502	Anesth lwr leg embolectomy	212.00
01520	Anesth lower leg vein surg	100.00
01522	Anesth lower leg vein surg	214.49
01951	Anesth burn less 4 percent	220.00
01952	Anesth burn 4-9 percent	235.00
01953	Anesth burn each 9 percent	240.00

◀ ◁ Page 1 ▼ of 11 ▷ ▶

Hold "ctrl" key to select multiple codes

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Page

[\[Previous Page\]](#) [\[Next Page\]](#)

Search Criteria:

* ▼

* ▼

*

Code

Description

Equals

Begins With

Contains

Procedure Code Maintenance

Code: * Description: * Rate:

Figure 3 – Search Criteria fields

2. Enter the code or text to search for (Figure 4).

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Related Sites: [Provider Services](#) [CHP+](#) [CICP](#) [Old Age Pension](#) [HIPAA](#)

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Procedure Code Set Lookup

Code ▲	Description	Rate
01484	Anesth lower leg revision	185.00
01490	Anesth lower leg casting	300.00
01500	Anesth leg arteries surg	200.00
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01522	Anesth lower leg vein surg	214.49
01951	Anesth burn less 4 percent	220.00
01952	Anesth burn 4-9 percent	236.00
01953	Anesth burn each 9 percent	189.00
01958	Anesth antepartum manipul	245.00

Hold "ctrl" key to select multiple codes

Search Criteria:

* Code * Begins With * 014 Search Reset

Search for codes beginning with 014

Procedure Code Maintenance

Code: * Description: * Rate:

Print Add Update Delete Clear Purge All

Figure 4 – Code search example for finding codes beginning with '014'

3. Click on the **Search** button to find the results (Figure 5).

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Procedure Code Set Lookup

Code ▲	Description	Rate
01484	Anesth lower leg revision	185.00
01490	Anesth lower leg casting	300.00

Search results

Hold "ctrl" key to select multiple codes

Search Criteria:

* * *

Procedure Code Maintenance


Code: Description: Rate:

Figure 5 – Search results example for codes beginning with '00'

4. Using the search results, you can:
- Print** the search results
 - Update** a single code
 - Delete** a single or multiple codes
 - Purge All** to delete all codes that were identified by the search criteria

Sort the Code List Grid

All Fields in the grid are sortable. The first field is sorted in ascending order by default. Simply click on field name to change the sort order. Clicking on the column (**Code**, **Description**, **Rate**, **ICD-10**) will show the sort symbol for that column, starting with ascending on the first click. The symbol ▼ is descending (high to low numbers or Z to A) and the symbol ▲ is ascending (low to high numbers or A to Z).



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Procedure Code Set Lookup

Code ▲	Description	Rate
01484	Anesth lower leg revision	185.00
01486		187.59
01490		300.00
01500	Anesth leg arteries surg	200.00
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01952	Anesth burn 4-9 percent	235.00
01953	Anesth burn each 9 percent	240.00

◀ ◁ Page 1 ▼ of 11 ▷ ▶

Hold "ctrl" key to select multiple codes

Search Criteria:

* Code ▼ * Equals ▼ *

Procedure Code Maintenance

Code: * Description: * Rate:

Figure 6 – Sort symbol location

Print the Code List Grid

1. Click on the **Print** button to print the codes displayed in the code list grid. A print confirmation screen will appear to provide a preview of the list of codes that will be printed (Figure 7).

Procedure Code Set Lookup

Code	Description	Rate
0016	PRESS TRMT VENOUS BYPASS GRFT W PHA	0.00
0017	INFUSION OF VASOPRESSOR AGENT	0.00
002	INTRAVASCULAR IMAGE OF BLOOD VESSEL	0.00
0022	INTRAVASCULAR IMAGE THORACIC VESSEL	0.00
0023	INTRAVASCULAR IMAGE OF PERIPHER VES	0.00
0025	INTRAVASCULAR IMAGE OF RENAL VESSEL	0.00
0029	INVASCULAR IMAGE OF UNSPEC VESSEL	0.00

Print **Close**

Figure 7 – Print confirmation screen

2. Click on the **Print** button on the confirmation screen, select the printer from the printer dialog box, and click on **Print**.

Update Codes

1. Locate the code in the code list grid or use the search function to find the code.
2. Click on the code to be edited.
3. Edit/update description and/or the rate field in the Code Maintenance area (Figure 8).

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Procedure Code Set Lookup

Code ▲	Description	Rate
01484	Anesth lower leg revision	185.00
01486	Anesth ankle replacement	187.59
01490	Anesth lower leg casting	300.00
01500	Anesth leg arteries surg	
01502	Anesth lwr leg embolectomy	
01520	Anesth lower leg vein surg	
01522	Anesth lower leg vein surg	
01951	Anesth burn less 4 percent	
01952	Anesth burn 4-9 percent	235.00
01953	Anesth burn each 9 percent	240.00

Hold "ctrl" key to select multiple codes

Search Criteria:

* * *

Procedure Code Maintenance

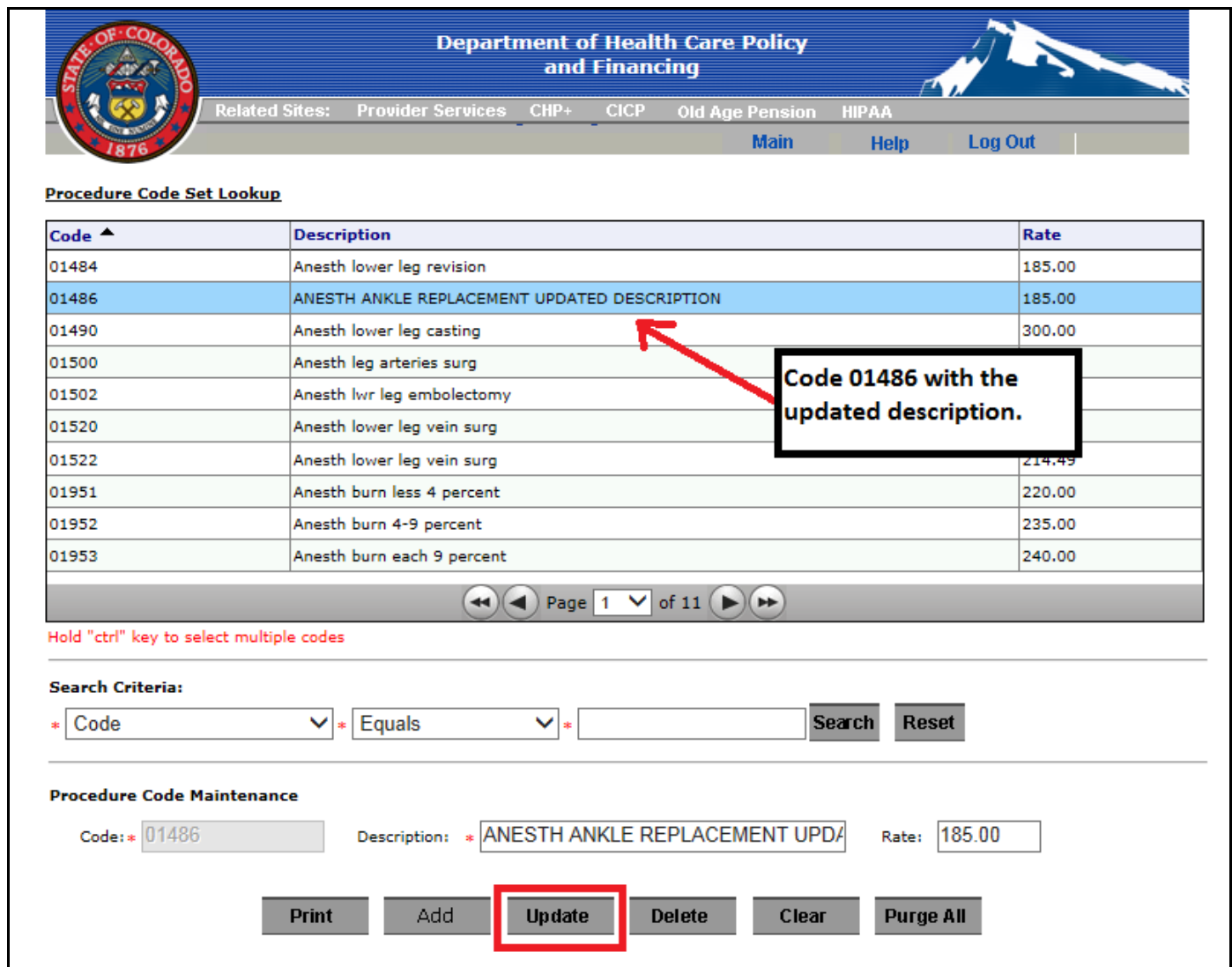
Code: * Description: * Rate:

Code 01486 is highlighted by clicking on the row.

Code information appears in the maintenance area for description and rate update

Figure 8 – Code 01486 selected to be edited

4. Verify the new description and/or rate (Figure 9).



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Related Sites: [Provider Services](#) [CHP+](#) [CICP](#) [Old Age Pension](#) [HIPAA](#) [Main](#) [Help](#) [Log Out](#)

Procedure Code Set Lookup

Code ▲	Description	Rate
01484	Anesth lower leg revision	185.00
01486	ANESTH ANKLE REPLACEMENT UPDATED DESCRIPTION	185.00
01490	Anesth lower leg casting	300.00
01500	Anesth leg arteries surg	
01502	Anesth lwr leg embolectomy	
01520	Anesth lower leg vein surg	
01522	Anesth lower leg vein surg	214.49
01951	Anesth burn less 4 percent	220.00
01952	Anesth burn 4-9 percent	235.00
01953	Anesth burn each 9 percent	240.00

Hold "ctrl" key to select multiple codes

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Search Criteria:

* * *

Procedure Code Maintenance

Code: * Description: * Rate:

Figure 9 – Description changed for Code 01486

Delete Codes

1. Select the elements by which to conduct the search from the **Search Criteria** section of the Code Set Lookup screen.

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Procedure Code Set Lookup

Code ▲	Description	Rate
01486	ANESTH ANKLE REPLACEMENT UPDATED DESCRIPTION	185.00

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Hold "ctrl" key to select multiple codes

Search Criteria:

* * *

Procedure Code Maintenance

Code: * Description: * Rate:

This example searched for the code 01486, for deletion. The search criteria is here.

Figure 10 – Delete single code search criteria

- Click on the code to highlight it (Figure 11). If you searched for more than one code to delete, you can highlight multiple codes by holding down the **Ctrl** key and clicking on each code to be deleted.

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Department of Health Care Policy and Financing

Related Sites: Provider Services CHP+ CACP Old Age Pension HIPAA

Main Help Log Out

Procedure Code Set Lookup

Code ^	Description	Rate
01486	ANESTH ANKLE REPLACEMENT UPDATED DESCRIPTION	185.00

Hold "ctrl" key to select multiple codes

Search Criteria:

* Code * Equals * 01486 Search Reset

Procedure Code Maintenance

Code: * 01486 Description: * ANESTH ANKLE REPLACEMENT UPD Rate: 185.00

Print Add Update Delete Clear Purge All

Click on the code to highlight it as shown here

Click on the Delete button to delete the code.

Figure 11 – Click the code to be deleted

- Click on the **Delete** button (Figure 11).
- A delete confirmation box will appear. Verify that the highlighted code(s) is the correct code(s) to be deleted, and then click **OK**. A click on **Cancel** will cancel the delete request.

5. A delete confirmation message will appear stating which code was deleted (Figure 12).

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Related Sites: Provider Services CHP+ CACP Old Age Pension HIPAA

Main Help Log Out

Procedure Code Set Lookup

Code ▲	Description	Rate
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Hold "ctrl" key to select multiple codes

Search Criteria:

* Code * Equals * 01486 Search Reset

Procedure Code Maintenance

Code: * Description: * Rate:

Procedure Code 01486 was successfully deleted

A confirmation message appears here.

Print Add Update Delete Clear Purge All

Figure 12 – Delete confirmation message

Purge All Codes

The **Purge All** button purges or deletes all codes displayed on the code list grid, regardless of which codes are highlighted. A purge can delete all codes in a code set or only certain codes from a code set.

To purge a complete code set database:

1. Go to the desired Code Set Lookup screen. Click on the **Purge All** button (Figure 13)
2. A delete confirmation box will appear. Verify that the codes are the correct codes to be deleted, and then click **OK**.
3. A click on **Cancel** will cancel the purge request.

The screenshot shows the 'Procedure Code Set Lookup' interface. At the top is the Department of Health Care Policy and Financing header with navigation links: Related Sites, Provider Services, CHP+, CACP, Old Age Pension, HIPAA, Main, Help, and Log Out. Below the header is a table of procedure codes. The table has three columns: Code, Description, and Rate. The codes listed are 01484, 01490, 01500, 01502, 01520, 01522, 01951, 01952, 01953, and 01958. Below the table is a pagination control showing 'Page 1 of 11'. Below the pagination is a search criteria section with a dropdown for 'Code', a dropdown for 'Equals', and a text input field. Below the search criteria is a 'Procedure Code Maintenance' section with input fields for 'Code:', 'Description:', and 'Rate:'. At the bottom of the maintenance section are buttons for 'Print', 'Add', 'Update', 'Delete', 'Clear', and 'Purge All'. The 'Purge All' button is highlighted with a red box.

Code	Description	Rate
01484	Anesth lower leg revision	185.00
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01500	Anesth leg arteries surg	200.00
01502	Anesth lwr leg embolectomy	212.00
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01522	Anesth lower leg vein surg	214.49
01951	Anesth burn less 4 percent	220.00
01952	Anesth burn 4-9 percent	235.00
01953	Anesth burn each 9 percent	240.00
01958	Anesth antepartum manipul	245.00

Hold "ctrl" key to select multiple codes

Search Criteria:

* Code * Equals * [] Search Reset

Procedure Code Maintenance

Code: [] Description: * [] Rate: []

Print Add Update Delete Clear **Purge All**

Figure 13 – Purge All button option

To purge certain codes from a code set database:

1. Go to the desired Code Set Lookup screen. Search for the specific codes to be deleted.
2. Verify that only the specific codes to be purged are displayed on the code list grid.
3. Click on the **Purge All** button.
4. A delete confirmation box will appear. Verify that the codes are the correct codes to be deleted, and then click **OK**.
5. A click on **Cancel** will cancel the delete request.

